

		Labels Checklist - Ready-Made Guide for Small Orders			
Document No.: LA006	Rev.: 5	Written by: Elena Scaglia	Approved by: Elena Scaglia	Approved on: 26NOV2024	Review on: necessity.

Customer & Product: _____

Please complete the following table with all relevant information. Be the most accurate possible: the accuracy of your information reflects into the accuracy of the result label.

Please provide the following		CUSTOMER
1	Design template number (no changes to the layout)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13
2	Size of the packaging (e.g. 110 g)	<input type="checkbox"/> 110g <input type="checkbox"/> 70g <input type="checkbox"/> 36g <input type="checkbox"/> 1kg <input type="checkbox"/> 2 kg
3	Brand name / Logo Please attach logo vectorial in the email	
4	Back ground color: Provide Pantone C . NO PANTONE TEXTILE/others. CONTRASTING COLOURS WITH THE TEXT ONLY	
5	Text Font(s) for front part of the label	
6	Font size(s) for front part of the label	
7	Font color(s) Provide Pantone C CONTRASTING COLOURS WITH THE BACKGROUND ONLY	
8	Which formulation are you buying?	
9	Barcode It is compulsory, please see page 4 and attach into email. If not, it will be done by VeganicSKN.	
10	QR Code (optional, to your website or page)	
11	Name and address (it is a legal requirement, if not provided we will use ours, with our Name)	
12	Finish: GLOSS (no other option is available)	
13	Other requirements Please detail other requirements. Examples of acceptable request: - Centre my logo on the label and make it xx mm long. - Add "enriched with Hyaluronic acid" below the word "sunscreen" Example of Non-acceptable request: - Delete the "Drug fact" panel - Delete the QR code to the ingredients - Delete the SPF 50 from the label	









Disclaimer: Please note that changes to the info above may implicate a fee application.



Please note that "non conformities", due to changes to the templates, are customer's sole responsibility.

Information checked by VeganicSKN graphic designer, to be complete and adequate.

Date: _____ Signature: _____

For Customer: please proceed to the signature at the end of the document, after reading the table below which is reserved to Veganic SKN officers only.

Note that your label will have the following on the front (or accordingly to the chosen template)		VEGANICSKN Label designer only	VEGANICSKN QA only																										
14	Product Name and Brand Logo																												
15	Sunscreen (As a statement of identity, this word must be present)																												
16	Broad Spectrum SPF NN																												
17	Water Resistant (40 minutes)																												
18	XX g XX oz cream (for 110g only: 110g 3.9oz (c.a. 90ml) cream)																												
19	AUST L number																												
20	If AUST L is provided by VeganicSKN, the correspondent ZinCLEAR XXXX must be there, close to the AUST L)																												
21	UVA, UVB, PA++++, UVC, Blue light																												
22	25% non-nano zinc oxide																												
23	Reef safe																												
24	Vegan & Organic																												
25	Tint Badge																												
26																													
Note that your label will have the following on the back (or accordingly to the chosen template)		VEGANICSKN Label designer only	VEGANICSKN QA only																										
27	<p>The panel: Designs need to leave at least 5mm of space to avoid being cut out. No changes to the panel</p> <p>Made Exclusively From Minerals, Organic Plant Extracts (incl. Oils) and Purified Water As such, colour and consistency will vary.</p> <table border="1"> <thead> <tr> <th colspan="2">Drug Facts</th> </tr> <tr> <th>Active ingredient</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>Non-Nano Zinc Oxide 25% (w/w)</td> <td>Sunscreen</td> </tr> <tr> <th colspan="2">Uses</th> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> Helps prevent sunburn If used as directed with other sun protection measures (see Directions), decreases the risk of skin cancer, and early skin ageing caused by the sun. </td> </tr> <tr> <th colspan="2">Warnings</th> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> For external use only Do not use on damaged or broken skin. When using this product keep out of eyes. Rinse with water to remove. Stop use and ask a doctor if rash occurs. </td> </tr> <tr> <td colspan="2"> <p>Keep out of reach of children. If product is swallowed, get medical help or contact a Poison Control Center right away.</p> </td> </tr> <tr> <th colspan="2">Directions</th> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> apply liberally 15 minutes before sun exposure children under 6 months of age: ask a doctor Sun Protection Measures. Spending time in the sun increases your risk of skin cancer and early skin ageing. To decrease this risk, regularly use a sunscreen with a Broad Spectrum SPF value of 15 or higher and other sun protection measures including: <ul style="list-style-type: none"> limit time in the sun, especially from 10 a.m.-2 p.m. wear long-sleeved shirts, pants, hats and sunglasses reapply: after 40 minutes of swimming or sweating immediately after towel drying at least every 2 hours. </td> </tr> <tr> <th colspan="2">Other information</th> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> Protect the product in the container from excessive heat and direct sun. </td> </tr> <tr> <th>Inactive Ingredients</th> <td> <p>Free from</p> <ul style="list-style-type: none"> petrochemicals artificial fragrances parabens preservatives toxic chemical UV filters </td> </tr> </tbody> </table> <p>        </p>	Drug Facts		Active ingredient	Purpose	Non-Nano Zinc Oxide 25% (w/w)	Sunscreen	Uses		<ul style="list-style-type: none"> Helps prevent sunburn If used as directed with other sun protection measures (see Directions), decreases the risk of skin cancer, and early skin ageing caused by the sun. 		Warnings		<ul style="list-style-type: none"> For external use only Do not use on damaged or broken skin. When using this product keep out of eyes. Rinse with water to remove. Stop use and ask a doctor if rash occurs. 		<p>Keep out of reach of children. If product is swallowed, get medical help or contact a Poison Control Center right away.</p>		Directions		<ul style="list-style-type: none"> apply liberally 15 minutes before sun exposure children under 6 months of age: ask a doctor Sun Protection Measures. Spending time in the sun increases your risk of skin cancer and early skin ageing. To decrease this risk, regularly use a sunscreen with a Broad Spectrum SPF value of 15 or higher and other sun protection measures including: <ul style="list-style-type: none"> limit time in the sun, especially from 10 a.m.-2 p.m. wear long-sleeved shirts, pants, hats and sunglasses reapply: after 40 minutes of swimming or sweating immediately after towel drying at least every 2 hours. 		Other information		<ul style="list-style-type: none"> Protect the product in the container from excessive heat and direct sun. 		Inactive Ingredients	<p>Free from</p> <ul style="list-style-type: none"> petrochemicals artificial fragrances parabens preservatives toxic chemical UV filters 		
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	<p>Note you will have, from the picture above:</p> <ul style="list-style-type: none"> - the heading - the panel as it is (with the correct QR code) - Free from section - address (ours or yours provided – point 11) - barcode (your provided one) – vertical and with contrast background color to reduce scanning issues on rounding surfaces - QR code if provided - Recycle badge (packaging)  - 12 Months of Period after Opening (PaO) badge  - Plastic Neutral badge 		
28	<p>Designer: The barcode has the minimum size here: GS1 Retail and Non-Retail Barcode Size Guide.pdf (gs1my.org) QA: Check the barcode is working through the app “QR & Barcode scanner”</p>		
29	Check the QR codes are working through the app “QR & Barcode scanner”		
30	Invoice number: small size invoice number / work order (under the barcode).		
31	<p>The label must be free from claims / pictures that are:</p> <ul style="list-style-type: none"> - likely to arouse unwarranted and unrealistic expectations. - Likely to mislead. - Exploit the lack of knowledge or language that could bring about fear or distress. - Likely to encourage inappropriate use. - Imply that the product cannot cause harm. - Imply that competitor products are harmful or ineffectual. 		
32	File converted to curved PDF. All images are embedded and all text is outlined.		
33	The text must be display bigger than 4 pt. (printing)		
34	The label designer has checked the order form and the label is complying with OF		
35	<p>The dimensions are correct:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 110g Pump: Top: 11 cm – bottom: 10.6 cm – Height: 12.7 cm <input type="checkbox"/> 70g Pump: Top: 11 cm – bottom: 10.9cm – Height: 8.6 cm <input type="checkbox"/> 36g Pump: Top: 11 cm – bottom: 10.7cm – Height: 6 cm <input type="checkbox"/> 1 kg pump: 16.4 cm x 10.4 cm <input type="checkbox"/> 2 kg pump: 19.0 cm x 10.3 cm <input type="checkbox"/> Customer dimensions (tubes/customer supplied packaging): Indicate dimensions _____ 		
37	The colours are contrasting and the label is readable.		

Printing Information

Indicate PANTONE Numbers for the following (eventually more that on pantone for each section)

Background colours (Pantone C/CMYK): _____ (indicate them in the design)

Text colours (Pantone C/CMYK): _____ (indicate them in the design)

Text font(s): _____

1. the file as “layered vector artwork” and 2. the PDF version of it.

Artwork Finish: Matte

Please sign below to proceed with the label creation.

Customer: _____ Date: _____ Signature: _____

VeganicSKN Label designer: _____ Date: _____ Signature: _____

VeganicSKN QA: _____ Date: _____ Signature: _____

Veganic SKN – Checklist for Barcode generation

Follow the steps below:		VEGANICSKN Label designer only
1	<p>Step 1: Obtain an EAN Code</p> <p>To generate a barcode, you first need to have an EAN code. EAN codes are usually 13 digits long (EAN-13).</p> <p>Pronto:</p> <ol style="list-style-type: none"> 1.1 Send an email to Accounts, with the product name, tint and size, asking for the EAN code. 1.2 Once you get it back from them, insert the EAN number on the EAN list (if not already inserted by accounting) and move to step number 2. Check that the code starts with “93379070” and has 13 digits. 	
2	<p>Step 2: Choose a Barcode Generator</p> <p>Once you have your EAN code, you can use a barcode generator to create the barcode image.</p> <p>Free Online Barcode Generator BarTender (seagullscientific.com)</p> <ol style="list-style-type: none"> 2.1 Open the link, select GS1 (by Symbology), then “UPC-A..”, Then “EAN-13 80%”, click “Select” 2.2 Enter Data: “your EAN number”, click “next” 2.3 The barcode is generated, download it 	
3	<p>Step 3: Upload the barcode on Sharepoint</p> <p>Once the barcode has been generated, it has to be uploaded on the Barcodes folder.</p> <p>GS1 Retail and Non-Retail Barcode Size Guide.pdf (gs1my.org)</p>	

Customer – Checklist for Barcode generation

Follow the steps below:	
1	<p>Step 1: Obtain an EAN Code</p> <p>To generate a barcode, you first need to have an EAN code. EAN codes are usually 13 digits long (EAN-13), though there are also 8-digit versions (EAN-8).</p> <p>You can obtain these codes:</p> <p>Register your company with GS1 and generate an APN number/EAN number</p>
2	<p>Step 2: Choose a Barcode Generator</p> <p>Once you have your EAN code, you can use a barcode generator to create the barcode image. There are several online tools and software available for generating barcodes.</p> <p>GS1/ Barcode.tec-it.com / https://www.seagullscientific.com/barcode-generator/</p> <p>Free Online Barcode Generator BarTender (seagullscientific.com)</p> <ul style="list-style-type: none"> - Open the link, select GS1 (by Symbology), then “UPC-A..”, Then “EAN-13 80%”, click “Select” - Enter Data: “your EAN number”, click “next” - The barcode is generated, download it <p>Or Barcode.tec-it.com:</p> <ul style="list-style-type: none"> - Go to the website, then EAN/UPC – EAN 13 – Put the 13 digits EAN code and click, refresh. - You will have the barcode generate on the right. Click download. - Open the file and save it as PNG file, naming it as “Product name-size-tint-EAN number”.
3	<p>Step 3: Attach it in the email (point 9)</p>

Customer – Fees for changes/adds to the information above.

Please note that fees will be applied as outlined in the following table and will be calculated by designated Veganic SKN’s employee.

Changes are time-consuming on our end and they fall outside of our standard process.

As such, we only initiate this change process once we have, from the customer, the following:

1. The change details are clearly outlined, confirmed, and agreed upon by the client,
2. The client commits to the new information provided and accepts the associated fee for the additional work required,
3. The client pays the fees (and the payment is received) as they are sure they have provided clear information, they are committed to the request done and they understand the extra work required.

Code	Change / Add	Fee
LABELCHANGE01	Changing template (point 1)	\$ 300
LABELCHANGE02	Changing info (Points 3 to 12)	\$ 50/each
LABELCHANGE03	Adding information (Points 3 to 12)	\$ 50/each
LABELCHANGE04	Changing info (Point 13)	\$ 100/each
LABELCHANGE05	Adding information (Point 13)	\$ 100/each
LABELCHANGE06	Re-submitting a label checklist (whole new checklist)	\$ 350
LABELCHANGE07	Something else (on request)	To be evaluated